



केन्द्रीय विद्यालय संगठन



आजादी का  
अमृत महोत्सव

केन्द्रीय विद्यालय संगठन  
KENDRIYA VIDYALAYA SANGATHAN  
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F.NO.110225/KVS(HQ)/CASH/2022-23 | 708

Date: 18.07.2022

Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs

**Sub: - Issue of Non-Removal of Inactive Employees Code from UBI Salary Portal- Reg**

Madam/Sir,

On Checking of UBI salary portal, it has been noticed that there are few Employee's code against which no salary is being drawn due to the probable reason of retirement of employees/ removal/ resignation/death/transfer of employee to foreign or such project school where salary is being drawn locally. Leaving employee code idle may cause drawl of salary of such employee knowingly or unknowingly. Further, this has also attracted audit observation.

In view of the above all DCs/Director are requested to ensure deactivation all such employee code immediately. A compliance to this effect may be forwarded to this office latest by 25.07.2022.

Further, on regular basis, UBI employee list and staff list as per RO/ZIET/Vidyalaya attendance register should invariably match. Internal audit team be directed to make a check on the issue on regular basis and ensure deactivation of inactive employees code during audit if found. It is also to remind that in case salary of any of ineligible person is drawn (because of inactive/ idle/dummy code or otherwise) then concerned functionaries of KV/RO level will be held responsible for the same.

Hindi version follows.

Yours faithfully

(S.N. Gupta)

Joint Commissioner (Fin)

Copy to:-

1. Finance Office (Cash) to ensure similar action for KVS (HQ) staff.
2. Deputy Commissioner (EDP), with the request to upload on the KVS website.